

## 30 Day Notice to Vacate

**Current Date:** \_\_\_\_\_

**Name:**

**Address:**

**Reason for moving:** \_\_\_\_\_

I (we), \_\_\_\_\_, do hereby give notice to vacate the Property stated above. I (we) do acknowledge that I (we) **are responsible for rent for 30 days from the day this notice is received by management, or until the end of my (our) lease period, which ever is longer. If the term of the lease is not fulfilled, I (we) understand that a Termination Fee may apply.**

If other roommates on the lease agreement are staying I (we) understand I (we) are not receiving any portion of the deposit back. I (we) will be completely moved out and will turn in the keys to a **PPPM representative** no later than \_\_\_\_\_.

If keys are not surrendered by this day, I (we) understand that I (we) will be charged for rent for each day until the keys are returned. Any changes to the move out date must be submitted in writing.

**PLEASE MAIL DEPOSIT RETURN/STATEMENT TO:**

Street address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Received By: \_\_\_\_\_ Date \_\_\_\_\_

Tenant Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## MOVE-OUT GUIDELINES

As you prepare to move from your residence on the date provided on your 30 Day Notice to Vacate, we want to take this opportunity to help you get as much of your security, cleaning, and damage deposit back as possible.

**NOTICE:** Tenant must complete a 30-Day Notice to Vacate form. These forms are available at the office and can be picked up or emailed. Verbal notices are not accepted or honored. Failure to provide written notice utilizing the PPPM form will cause tenant to be responsible for all rent until new tenants are accepted, late fees, and other related turnover costs.

**RENT:** Tenant is responsible for rent up to the 30<sup>th</sup> day of their 30-Day Notice to Vacate or until their lease expires, whichever is longer. **1<sup>st</sup> Example:** *Tenant gives PPPM Notice to Vacate on November 10<sup>th</sup>, tenant is responsible for all of November's rent and 10 days in December. If the 10-days of pro-rated rent is not paid on or before December 5<sup>th</sup>, late fees will be applied.* **2<sup>nd</sup> Example:** *Tenant moves out May 15<sup>th</sup> but the lease does not expire until July 30<sup>th</sup>. Tenants must pay rent each month until the lease expires or until the property is re-rented.*

**EXTENSIONS:** If Tenant wishes to stay longer than specified on the 30-Day Notice to Vacate form, tenant must first call our office to see if this extension is acceptable. If the extension is acceptable, tenant must complete a new 30-Day Notice to Vacate form to show the new Walkout date. Tenant will be responsible for all rent to the new date. If tenant requests an extension, but vacates earlier than expected, tenant is still responsible for rent up to the date shown on the 30-Day Notice to Vacate form. **Example:** *Tenant gave notice to vacate on November 10<sup>th</sup> and planned to be moved out by December 7<sup>th</sup>, but needed 5 more days to move. Tenant must call office to see if extension is acceptable. If acceptable, Tenant completes new 30-Day Notice to Vacate form to show a move out date of December 12<sup>th</sup>. On or before the December 5<sup>th</sup>, tenant must pay 12 days of pro-rated December rent or will be charged late fees.*

**EARLY DEPARTURE:** If tenant vacates prior to the 30<sup>th</sup> day of the notice to vacate, tenant should notify PPPM and turn in all keys. Tenant is still responsible for rent until the 30<sup>th</sup> day of the notice to vacate. PPPM will attempt to prepare the unit for new tenants as quickly as possible and if new tenants are selected prior to the 30<sup>th</sup> day of the notice to vacate, pro-rated rent shall be given with the refund of the Security Deposit, if applicable.

**KEYS:** Tenant will be charged rent until all keys are turned in. If tenant fails to turn in keys, tenant will be charged to change all locks and rent up to the day the locks were changed. **Example:** *Tenant gave notice to vacate on November 10<sup>th</sup>. Tenant paid all of November's rent and 10 days of pro-rated December rent, but did not turn in the keys until December 15<sup>th</sup>. Tenant will be responsible for 5 additional days of December's pro-rated rent plus late fees.*

**MOVE OUT INSPECTION:** A move out inspection will be performed with or without the tenant. The following states the rules of the move out inspection:

- (1) Tenants will be given the move out inspection date and time. Tenants desiring to be present for the inspection will need to be there on time. There is no rescheduling of the inspection date and time.
- (2) The unit must be completely vacated in order for the PPPM representative to perform the inspection.
- (3) No follow-up inspections are made, so do your best to have all maintenance completed and everything cleaned prior to inspection. Failure to comply with the above requirements or if the property requires maintenance and/or cleaning prior to new tenants, these charges will incur at tenant's expense. Note: Cleaning is \$35.00 per hour and maintenance is \$55.00 per hour.

Tenant Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**CLEANING:** You will receive a move out inspection/cleaning checklist once you turn in your Notice to Vacate. Perform the cleaning as outlined. **CAUTION:** Very few tenants perform all of the cleaning issues on this checklist or fail to do so satisfactorily. It is highly recommended that tenants follow the Move-Out Inspection procedures and checklist.

**CARPET CLEANING:** Carpet cleaning is automatically performed after a tenant vacates the property with a PPPM approved contractor and the cost is automatically deducted from the non-refundable security deposit paid upon move in.

**DAMAGES:** Tenant shall be charged for the repair of any and all damages (including nail holes placed in walls by the tenant), unless otherwise noted on the Move-In Inspection Sheet.

*Example: Tenant moves in and notices that the blinds were damaged and PPPM was unaware of this damage. Tenant failed to turn in documentation that the blinds were damaged on the Move-In Inspection Sheet. The tenant later vacates and PPPM notices that the blinds are damaged and replaces them. Tenant will be charged the cost to replace the damaged blinds because no written documentation existed stating otherwise.*

**LIGHT BULBS, SMOKE DETECTORS, ETC:** Tenant is responsible for maintaining all smoke detectors during occupancy. Tenant is responsible for replacing all expired/missing light bulbs, smoke detector batteries, appliance light bulbs, and furnace filters upon their move out. The cost to replace them will be at the tenant's expense.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Park Place Property  
Management, LLC**

280 Corporate Dr. Suite 260

Meridian, ID 83642

208.377.3227 Office 208.376-3884 Fax

**MOVE-IN/MOVE-OUT INSPECTION FORM**

Must be returned within **10 days** of move-in or will not be accepted.

**Tenant Name(s)** \_\_\_\_\_

**Phone# :** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Phone# :** \_\_\_\_\_

**Move-In Date:** \_\_\_\_\_

**Move-Out Date:** \_\_\_\_\_

	Move-In	Comments	Move-out	Comments
<b>Kitchen</b>				
Ceiling/Walls/Floors				
Light Fixtures/Bulbs				
Dishwasher/Refridgerator/Oven				
Doors/Knobs/Shelves/Drawers				
Countertops/Cabinets/Doors				
Sink/Faucet/Drain/Disposal				
Windows/Screens/Blinds				
Other				
<b>Living Room</b>				
Ceiling/Walls/Floors/Carpeting				
Closets/Doors/Knobs				
Windows/Screens/Blinds				
Light Fixtures/Bulbs				
Fireplace/Other				
<b>Hall/Stairs/Entry</b>				
Ceiling/Walls/Floors/Carpeting				
Doors/Closets/Rods/Shelves				
Light Fixtures/Bulbs				
Other				
<b>Master Bedroom</b>				
Ceiling/Walls/Floors/Carpeting				
Windows/Screens/Blinds				

Tenant Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Doors/Closets/Rods/Shelves				
Light Fixtures/Bulbs				
Other				
<b>Bedroom 2</b>				
Ceiling/Walls/Floors/Carpeting				
Windows/Screens/Blinds				
Doors/Closets/Rods/Shelves				
Light Fixtures/Bulbs				
Other				
<b>Bedroom 3</b>				
Ceiling/Walls/Floors/Carpeting				
Windows/Screens/Blinds				
Doors/Closets/Rods/Shelves				
Light Fixtures/Bulbs				
Other				
<b>Bedroom 4</b>				
Ceiling/Walls/Floors/Carpeting				
Windows/Screens/Blinds				
Doors/Closets/Rods/Shelves				
Light Fixtures/Bulbs				
Other				
<b>Bonus Room</b>				
Ceiling/Walls/Floors/Carpeting				
Doors/Knobs				
Windows/Screens/Blinds				
Light Fixtures/Bulbs				
Other				
<b>Master Bathroom</b>				
Ceiling/Floors/Walls/Tile				
Exhaust Fan/Doors/Knobs				
Cabinets/Shelves/Drawers				
Countertops/Mirror/Sink/Basin				
Drains/Faucet/Showerhead				
Tub/Caulking/Toilet Bowl/Seat				
T.P. Holder/Towel Racks				

Tenant Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Windows/Screens/Blinds				
Light Fixtures/Bulbs				
Other				

<b>Bathroom 2</b>				
Ceiling/Floors/Walls/Tile				
Exhaust Fan/Doors/Knobs				
Cabinets/Shelves/Drawers				
Countertops/Mirror/Sink/Basin				
Drains/Faucet/Showerhead				
Tub/Caulking/Toilet Bowl/Seat				
T.P. Holder/Towel Racks				
Windows/Screens/Blinds				
Light Fixtures/Bulbs				
Other				
<b>Bathroom 3</b>				
Ceiling/Floors/Walls/Tile				
Exhaust Fan/Doors/Knobs				
Cabinets/Shelves/Drawers				
Countertops/Mirror/Sink/Basin				
Drains/Faucet/Showerhead				
Tub/Caulking/Toilet Bowl/Seat				
T.P. Holder/Towel Racks				
Light Fixtures/Bulbs				
<b>Mechanical &amp; Misc.</b>				
Hot water Heater				
Thermostat/Furnace/A/C				
Phone line/TV Connection				
<b>Garage</b>				
Ceiling/Walls/Floors/Carpeting				
Doors/Closets/Rods/Shelves				
Light Fixtures/Bulbs				
Other				
<b>Laundry Room</b>				
Ceiling/Walls/Floors/Carpeting				

Tenant Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Washer/Dryer/Vent				
Lights/Exhaust				
Other				

<b>Yard</b>				
Grass				
Fence				
Landscaping				
Other				
<b>Dining Room</b>				
Ceiling/Walls/Floors/Carpeting				
Closets/Doors/Knobs				
Windows/Screens/Blinds				
Light Fixtures/Bulbs				
Other				

Number of Keys Issued: \_\_\_\_\_

Number of Garage Door Openers: \_\_\_\_\_

Other Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Tenants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Tenants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Tenants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Managers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Tenant Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Cable/Satellite**

CableOne	800-962-6362
DirecTV	800-280-4388
Dish Network	888-609-5982

**City of Boise**

Sewer/Trash	384-3735
United Water	362-7304

**City of Caldwell**

Water/Sewer/Trash	455-3000
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**City of Eagle**

Water	939-0242
Sewer	939-0132
Allied Waste	466-3302

**City of Kuna**

Water/Sewer/Trash	922-5546
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**City of Meridian**

Water/Sewer/Trash	888-4439
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**City of Middleton**

Water/Sewer/Trash	585-6611
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**City of Nampa**

Water/Sewer/Trash	468-5711
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**City of Star**

Water/Sewer	286-7388
BFI (Trash)	345-1265

**Idaho Power**

Billing Department/New Services	388-2323
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**Intermountain Gas**

Gas Turn on/off	377-6840
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**Hospitals**

St. Alphonsus-Boise	367-2121
St. Alphonsus-Nampa	461-7458
St. Lukes-Boise	381-2222
St. Lukes-Meridian	893-5000

**Telephone Services**

Qwest	800-244-1111
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Tenant Initials: \_\_\_\_\_ Date: \_\_\_\_\_